



Student Cell Phone Policy

1. Student workers should make **personal cell phone calls during break or lunch times** to the maximum extent possible.
2. **Frequent or lengthy phone calls are not acceptable** as they may adversely affect the employee's productivity and disturb others.
3. Student workers should be encouraged to use common sense when making or receiving personal cell phone calls at work. For example, **employees should speak quietly and reserve personal or intimate details for non-work hours.**
4. Personal cell phone use, even when permitted, **must never include language that is obscene, discriminatory, offensive, prejudicial or defamatory in any way (such as jokes, slurs and/or inappropriate remarks regarding a person's race, ethnicity, sex, sexual orientation, religion, color, age or disability).**
5. **Personal cell phones generally should not be used for business-related purposes** unless a business-provided phone is not available.
6. Student workers should **turn off ringers or change ringers to "mute" or "vibrate"** during designated job training work hours (8:30-10:30AM, 11:30-1:30PM, 12:00-2:00PM)
7. The **use of cameras on cell phones during work time is prohibited** to protect the privacy of the employer as well as of fellow employees.
8. If a student worker is observed on his/her cell phone during the designated job training work hours, the teacher and/or job coach will confiscate the device until the end of the work shift.

By signing this document, I agree and will follow this policy when job training at work.

Students Name/Date: _____

Parent/Guardian/Date: _____

Job Training Coordinator/Date: _____